



COUNTY OF SAN DIEGO

Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

SENIOR RISK & INSURANCE ANALYST

Class No.002339

■ CLASSIFICATION PURPOSE

To perform professional human resources work countywide, in the areas of risk management/loss prevention, to plan, organize and develop a comprehensive County insurance program designed to eliminate, reduce, or manage risk involving County property and personnel, and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Senior Risk & Insurance Analyst is a single professional class allocated only to the Department of Human Resources, Risk Management Division. Under general direction, the incumbent is responsible for assisting the HR Services Manager in developing and administering employee occupational safety and loss prevention safety training programs, performing the most difficult and complex human resources work with a high level of customer service, and providing leadership on countywide human resources projects. This class differs from the next higher class of Human Resources Services Manager in that the latter is a division manager in the unclassified service.

■ FUNCTIONS

The examples of essential functions listed in the class specifications are representative but not necessarily exhaustive or descriptive of any one position in the classes. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

1. Provides administrative support to the Human Resources Services Manager (Risk Management Division) on an as-needed basis.
2. Reviews and evaluates the County's existing insurance coverage to determine adequacy and cost effectiveness and makes recommendations to the Human Resources Services Manager (Risk Management Division) on whether to maintain existing coverage or obtain additional coverage.
3. Acts as liaison between insurance providers and departments on insurance claims.
4. Reviews reports, summaries, and memos documenting study findings and recommendations.
5. Administers and implements the County's Injury, Illness Prevention Program (IIPP) by developing comprehensive employee, safety, health, and accident prevention programs, policies, and procedures.
6. Reviews and monitors County departments' training programs and schedules to ensure that departments are providing required training on IIPP subjects.
7. Ensures compliance with local, state, and federal safety laws, including Occupational Safety and Health Administration (OSHA) and CAL-OSHA regulations.
8. Performs facilities inspection and evaluates working conditions/procedures and makes recommendations regarding appropriate safety policies, equipment and materials.
9. Performs special projects such as statistical work analysis, studying and recommending application programming enhancements and conducting special training in area of expertise regarding reporting and legal requirements.
10. Works with Workers' Compensation Division staff to review and investigate incidents of employee accidents, injuries, and illnesses.
11. Coordinates program activities with Environmental Health and other County departments.
12. Trains subordinate staff.
13. Supervises professional staff.

14. Analyzes trends in the types and frequency of injuries and accidents in order to develop preventive measures and training.
15. Keeps current on federal and state occupational safety legislation, as well as other loss prevention related information.
16. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information in a courteous, efficient and timely manner.
17. Provides courteous, high quality service to members of the public by personally responding to requests for service or appropriate referral.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- State of California insurance law and licensing requirements.
- Insurance contracts, policy, and terminology.
- Methods of real property valuation.
- Methods and techniques used to identify risk and indemnity.
- Government organization and fiscal management, budget administration and preparation methods relative to County government.
- General principles, practices and obligations related to insurance programs.
- Basic computer operation and use including software programs such as spreadsheets, databases, word processing, and electronic mail.
- The County's General Management System in principle and in practice.
- County customer service objectives and strategies.

Skills and Abilities to:

- Research, read, comprehend, interpret, and apply complex legislation, laws, policies and proposals pertaining to insurance.
- Perform detailed reviews on insurance programs, risk programs, proposals, and new or revised legislation and make recommendations designed to maximize coverage and cost savings.
- Communicate effectively when preparing reports, correspondence, and other written documents.
- Communicate effectively in a clear and concise manner when speaking to individuals and groups, interpreting and explaining laws, rules, regulations, data, information, findings, and recommendations to all levels of county employees.
- Develop and deliver training presentations to groups.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are: A bachelor's degree from an accredited college or university (a degree in human resources management, industrial/organizational psychology, public administration, business administration, occupational health and safety, industrial engineering, health sciences or a related field is highly desirable), AND

Six (6) years of professional human resource experience which must have included working for a public agency, insurance company or insurance broker with responsibility for administering, underwriting, marketing, or negotiating insurance programs, and leading risk management/loss prevention programs.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers, copiers, and telephones. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, using both hands to perform simple grasping and pushing and pulling; reaching above and below shoulder level, and lifting and carrying items weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle (mileage reimbursed).

Certification/Registration

Current Certification as a Chartered Property Casualty Underwriter (CPCU) and/or an Associate in Risk Management (ARM) by the Insurance Institute of America is desirable at the time of application.

Working Conditions

The primary work place is an office environment. Work involves frequent exposure to computer screens. Work involves travel to locations within and outside of the county.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: February 16, 2007

Senior Risk & Insurance Analyst (Class No. 002339)

Union Code: CEM

Variable Entry: Y